


# Instructions for Utah State Historic Preservation Office Cover Sheet

## 11/20/2013

The Utah State Historic Preservation Office (UTSHPO), part of the Utah Division of State History (UDSH), requires a completed cover page with all project submissions. A cover page must accompany any project submitted to this office, including survey/inventory, excavation results, monitoring (with discoveries), or even submissions of site forms created from a Section 110 project. Exceptions include class I reports and monitoring reports without discoveries, as they do not receive a State Project Number. All project submissions lacking a properly completed cover page will not be accepted, and will be returned. A fillable pdf version of the form is provided on the UDSH website on this page: <http://heritage.utah.gov/history/archaeological-resources>. This instructional manual provides basic guidance on how to properly fill out the cover page, but please do not hesitate to contact the UTSHPO staff for assistance.



**Utah Division of  
State History**

**COVER PAGE**  
Must Accompany All Project Reports  
Submitted to the Utah SHPO

*For UDSH office use only*  
Case No.

UDSH Project No.

Report Title:

UDSH Project No.:  Organization Project No.:

Report Date:  County(ies):

Report Author(s):

Principal Investigator:  Field Supervisor(s):

Records search date(s):  Preservation Pro Used? ☐ Yes ☐ No

Acres Surveyed: Intensive (<15 m intervals):  Recon/Intuitive (>15 m intervals):

USGS 7.5' Series Map Reference(s):

SITES REPORTED	COUNT	SMITHSONIAN SITE NUMBERS
Revisits (no site form updates)	<input type="text"/>	<input style="width: 90%;" type="text"/>
Updates (updated site forms attached)	<input type="text"/>	<input style="width: 90%;" type="text"/>
New recordings (site forms attached)	<input type="text"/>	<input style="width: 90%;" type="text"/>
Total Count of Archaeological Sites in APE	<input type="text"/>	<input style="width: 90%;" type="text"/>
Historic Structures (structure forms attached)	<input type="text"/>	<input style="width: 90%;" type="text"/>
Total National Register Eligible Sites	<input type="text"/>	<input style="width: 90%;" type="text"/>

**CHECKLIST OF REQUIRED ITEMS FOR SUBMITTAL TO SHPO**

1. ☐ Copy of the final report
2. ☐ Copy of USGS 7.5' Series map with investigated area clearly identified
3. ☐ Completed site forms
  - ☐ IMACS Encoding Form
  - ☐ Site Sketch Map
  - ☐ Photographs adhering to UDSH standards
  - ☐ Copy of USGS 7.5' Series project location basemap with site locations and Smithsonian site numbers clearly labeled
4. ☐ CD of Digital Report and Site Documents, Including Shapefiles (Optional)
5. ☐ Completed "Cover Page" accompanying final report and survey material

*For UDSH office use only*

☐ Save Form

☐ Print Form

☐ Clear Form

\*All fields highlighted in red on the fillable PDF are REQUIRED

## Report Information Section

- Report Title: While this may be different than the name of project provided to UDSH to receive a State Project Number, this should be as accurate and unique as possible.
- State Project No.: This is a number received from UDSH staff upon request from a State Permitted archaeologist, only. The number will appear as a string of numbers and letters, such as “U13UD0233”.
- Organization Project No. In some instances governmental agencies or contractors may use their own internal tracking number for reports, please provide that internal tracking number in this location.
- Report Date: Date of completion of the report (would also appear on cover page of report. Preferred format for Report Date is, “Month, Day, Year”.
- County(ies): List all counties included in the project area.
- Report Author(S): List all authors of the report, preferred format is “First Name Last Name”
- Principal Investigator: Provide the name of the Utah State Permit Holder overseeing this project.
- Field Supervisor: Provide the name of the supervisor of all fieldwork, even if they are the same as the principal investigator.
- Records search date(s): Provide the date, or dates, you completed a file search at UTSHPO or agencies. If multiple days provide all pertinent information.
- Preservation Pro Used?: If your project utilized Preservation Pro to complete a portion of the file search please check the “Yes” box. If not, please check “No”.
- Acres Surveyed: Provide the exact acreage of survey completed for this project including both intensive (<15m survey intervals) or recon (>15m survey intervals). If the project submission is a monitoring report with discovery, an excavation report, etc., ensure that the acreage is “0”.
- USGS 7.5’ Series Map References(s): Provide the quadrangle name and date that provides coverage for the project area. List all pertinent quadrangle maps.

### Sites Reported Section

- Revisits (no site form updates): Provide a tally of the number of archaeological sites revisited but that did not require updating the site form. Include the Smithsonian Trinomial of all sites not revisited but not updated in the box to the right of the count column\*\*.
- Updates (site forms attached): Provide a tally of the number of archaeological sites revisited that required updating at least a portion of the site form, and are attached to the report. Include the Smithsonian Trinomial of all sites revisited and updated in the box to the right of the count column\*\*.
- New recordings (site forms attached): Provide the number of newly discovered archaeological sites included with the report. Include the Smithsonian Trinomial of all newly recorded archaeological sites in the box to the right of the count column\*\*.
- Total Count of Archaeological Sites in APE: Provide the total number of sites in your APE. Include a count of revisited sites with no updates, revisited sites with updates, newly recorded sites, and any archaeological sites identified in the APE but were not revisited for this project. This should be the tally of the first three boxes in this section plus any sites that were not revisited. Include the Smithsonian Trinomial of all newly recorded archaeological sites in the box to the right of the count column\*\*.
- Historic Structures (structure forms attached): If your project includes resources from the built environment, provide completed copies of the “Historic Site Form” as provided here: <http://heritage.utah.gov/wp-content/uploads/Historic-Site-Form.pdf> Also provide a tally of the number of buildings included in the report packet.
- Total National Register Eligible Sites: Of the Total Count of Archaeological Sites in APE box, and the Historic Structures box (if applicable), provide a number of sites or buildings that are determined eligible for the National Register of Historic Places. Also, provide a listing of those sites in the column to the right of the count.

\*\*You may display the site numbers in a series if they are contiguous, such as 42UN1001-1037 to save space. If there are too many sites for the space provided, please provide an additional sheet following the same categories and call out the additional sheet in the space provided on the UTSHPO Cover Page. Do not provide partial site tally information on one page and continue on a second page, provide all information in one location.

### Checklist of Required Items Section

- Copy of the Final Report: Check this box once you have ensured the submission for the UTSHPO includes a hard copy of the final project report.
- Copy of USGS 7.5' Series Map with investigated area: Check this box if the report packet includes a properly scaled and displayed map showing the Project Area on a USGS 7.5' series basemap. Areas surveyed or investigated should be clearly visible and labeled.
- Completed Site Forms: All submissions within the State of Utah require a hard copy IMACS site form with Part A, B or C included. This section also includes any Historic Structures Forms completed for the project. Check this box if all pertinent site forms have been attached to the report packet.
  - IMACS Encoding Form: Currently, several dozen fields of data are encoded and entered into UTSHPO database. Check this box if you have provided the required IMACS Encoding Form for each archaeological site, including revisits.
  - Site Sketch Map: Check this box if you have included a site sketch map to each site form submission. More details on what defines a proper sketch map can be found on the UTSHPO website.
  - Photographs: Check this box if you have included photographs for each site form provided with the packet that adhere to the UTSHPO Photographic Standards detailed here: <http://heritage.utah.gov/history/photographs>
  - Copy of USGS 7.5' Series Map: Check this box if you have included a site locator map, showing the location of each site on a USGS basemap. Sites must be clearly visible and labeled on the basemap.
- CD of Digital Report Data: Check this box if the report packet submission includes an optional CD with pdfs of the report and site forms, encoding forms, and shapefiles. For specifications of the shapefiles please contact the UTSHPO Records Staff. This is currently an optional field, but will help streamline updating the Preservation Pro database.
- Completed "Cover Page": Check this box once all required fields on the UTSHPO Cover Page have been completed and attached to all the pertinent hard copy project documentation. It is now prepared for submission to UTSHPO.